

California Department of Veterans Affairs



Honoring California's Veterans

Classification: **Office Technician (Typing) \$2,686 - \$3,264**
Perm, Full Time

Location: CDVA Accounting, Downtown Sacramento

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. **Eligible honorably discharged veterans are encouraged to apply.** SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities: Under the general direction of the Accounting Administrator II the Office Technician will perform the following sensitive, difficult and responsible clerical duties with a high degree of accuracy and initiative to support the CDVA Accounting Office, including but not limited to:

- ❖ Screen incoming correspondence, originate correspondence for the administrator's signature, gather and summarize data into spreadsheet format, attend meetings and summarize notes into meeting minutes, screen visitors and calls, schedule meetings maintain calendar for administrator, maintain office files, aide administrator with special projects as necessary.
- ❖ Receive and distribute payroll to headquarters and district office personnel. Distribute warrant registers and other reports from the State Controller's Office to staff and Human Resources (HR). Process and maintain salary advance requests from HR. Assist the Accountant in the monthly reconciliation of outstanding advances in the office revolving fund.
- ❖ Order and maintain office supplies and forms. Monitor word processing and spreadsheet files. Maintain office filing and storage system, purging files, revising retention schedules as necessary, and transferring fiscal year records to archives on a regular basis with required documentation. Maintain office equipment in proper working order, requesting repairs as needed.
- ❖ Serve as office receptionist and timekeeper, recording attendance for Accounting Office staff, monitoring leave balances, and distributing reports to staff and HR. Assist with preparation of monthly, quarterly, and year-end financial statements in a pressure-deadline environment. Serve as backup to Accounting Technician/Check-Writer. Maintain desk procedures manual and perform other duties as required.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 O Street, Room 404
Sacramento, CA 95814

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Attn: Juanita Rios, Reference, M80 #148 08-09

In Line #12 on the State Application, you must clearly indicate M80 #148 08-09, the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled